Verifying Documents
&
Viewing Transaction Log

This process shows the steps required to verify a document on the electronic docket, and to view your transaction log.

VERIFYING A DOCUMENT:

STEP 1   Click on the **Utilities** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**
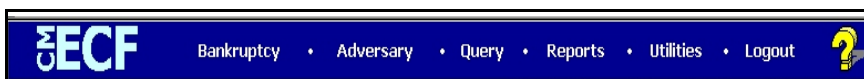

Figure 1

STEP 2   The **UTILITIES** screen displays.

❏ Under Miscellaneous click on **Verify A Document.**

STEP 3   The **CASE NUMBER** screen displays .

❏ Enter the case number using the YY-NNNNN format.

❏ You MUST enter the document number for the document you wish to verify.

❏ Click the **[Next]** button.

STEP 4   The **VERIFY DOCUMENT(S)** screen displays.

❏ Click on the debtor's name and case number to view the docket. You will be prompted to enter a PACER login and password.

❏ Click on the document number to view the document. You will be prompted to enter a PACER login and password.

❏ Scroll down to view the Original Signature(s) and Verified Signature(s) information. This includes the filed date and code for the electronic signature.

VIEWING TRANSACTION LOG:

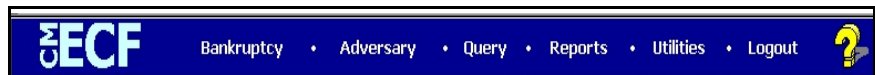**STEP 1**   Click on the <u>**Utilities**</u> hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2   The **UTILITIES** screen displays.

❏ Under the Your Account menu, click **View Your Transaction Log**.

STEP 3   The **VIEW TRANSACTION LOG** screen displays.

❏ Enter an applicable date range.

❏ Click the **[Next]** button.

STEP 4   The **TRANSACTION REPORT** screen displays.

❏ The report displays information such as :

▸ Date and time the entry was made on the electronic docket

▸ Case number

▸ Text of the electronic docket entry .